

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 15 August 2022
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 28/230** : **LECTURER: VITICULTURE AND OENOLOGY (ELSENBURG) REF NO: AGR 41/2022**

- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 4-year BSc degree or higher qualification in Viticulture and Oenology; A minimum of 3 years appropriate experience; A valid driving license (Code B or higher). Recommendation: Winemaking experience. Competencies: Proven knowledge of Viticulture production practices; Skills in the following: Written and verbal communication; Proven computer literacy; Leadership, planning and organising; Formal training and presentation.
- DUTIES** : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Student consultation and support; Keep abreast of applicable prescripts, policies, procedure, technologies and new developments in the subject field; Managing of the vineyards and vineyards team; Non-curricular activities.

- ENQUIRIES** : Mr L Conradie at Tel No: (021) 808 7701

- POST 28/231** : **ADMINISTRATION CLERK: ANIMAL HEALTH (WORCESTER) REF NO: AGR 40/2022**

- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative experience; Proven computer literacy; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport may also apply. Competencies: A good understanding of the application of relevant legislation; Relevant systems; Skills needed: Office administration; Organisational and planning; Written and verbal communication; Interpersonal relations; Ability to handle routine tasks.
- DUTIES** : Coordinate and process financial matters; Handling and controlling petty cash; Provide logistical administration support; Administrative handling of all logistical aspects and required procedures; Provide office services; Handling of telephone enquiries.

- ENQUIRIES** : Dr A Pepler at Tel No: (021) 808 5052

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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OTHER POST

POST 28/232 : **SCHOOL SPORT COORDINATOR REF NO: CAS 41/2021 R1**
(3-Year Contract Position)
The following post is a re-advertisement. Applicants who previously applied must re-apply as your previous application will not be considered.

SALARY : R176 310 per annum (Level 05), plus 37% in lieu of benefits
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 2 years' experience in coaching or administration in at least one of the specific codes: Jukskei, Kgati, Kho – kho and/or Morabaraba; A valid (Code B or higher) driving licence. Recommendation: Experience in the following: Long term athlete and coach development; Project and event management. Competencies: Knowledge of the following: National Sport and Recreation Plan; South African Coaching Framework; School sport indigenous games priority codes; Managing interpersonal conflict; Resolving problems; Written and verbal communication skills; Proven computer literacy.

DUTIES : Liaise with relevant federations and structures to assist with the development and the promotion of sport-based activities, projects and programmes for school-going youth; Link the school sport code structure with its respective federation structure; Assist in the development of the clusters that were established by the directorate, thereby linking recreation to MOD Programme to school sport to club sport to high performance; Monitoring and evaluation of the relevant school sport and related activities; Continuously research, assess and correct/update the relevant school sport-related development and implementation strategies.

ENQUIRIES : Mr C Meyer at Tel No: (021) 483 9530/9658

DEPARTMENT OF COMMUNITY SAFETY

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OTHER POST

POST 28/233 : **ADMINISTRATIVE OFFICER: WESTERN CAPE PROVINCIAL POLICE OMBUDSMAN REF NO: CS 23/2022**

SALARY : R261 372 per annum (Level 07)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 years relevant experience. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have